

Director of Training

19 September 1952

Deputy Director of Training (General)

TR(0) Weekly Summary Report

1. Approval was given during the week ending 19 September for five external training requests in four [] universities. Three other requests are awaiting final disposition pending the receipt of additional information and justification from the sponsoring office.

2. The fifth course of the Intelligence School opened on 16 September with twenty-one trainees enrolled. Six of the trainees are newly recruited junior professionals and fifteen are from the various Offices of the Agency.

3. The Reading Improvement Laboratory currently has seventy-eight students in attendance each day. Among those in the courses are six State Department personnel, seventeen from the covert offices, and the remainder from the other offices in the Agency.

4. Training in the use of the Personnel Evaluation Report has been given to twelve groups of supervisors by the Chief of the Management Training Division ([]) and his staff. The Offices covered have been ONE, Procurement, Personnel, Medical, General Counsel, and Office of Operations. In addition, training in the use of the Personnel Evaluation Report has been requested for supervisors in the DD/P offices. The initial briefing is scheduled for 24 September.

5. At the request of the Air Command and Staff School at the Air University, Maxwell Field, Montgomery, Alabama, the Chief of the Orientation and Briefing Division ([]) lectured on the mission and functions of the Central Intelligence Agency on 11 September.

6. Mr. Ralph Miller, Training Officer of the School of Diplomatic and Consular Practice, Foreign Service Institute, requested that the Chief of the Orientation and Briefing Division conduct a series of intelligence lectures on 2 and 3 October.

7. Chief of the Language Services Division ([]) has made arrangements for the teaching of Scientific Russian Reading and advanced Scientific Russian reading at the Institute of Languages. There are presently five students in the first course and three in the advanced.

8. During the week, twenty-six requests for language training outside the Agency were approved. In addition, a combined total of 160 students is presently enrolled in introductory and self-study courses in the Language Training Center of the Office of Training. In addition, the Laboratory was used for a total of 350 student hours during the week.

9. As of 19 September, 449 CIA personnel are enrolled in TRG training courses.

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